

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
THIRD QUARTER MEETING

Minutes of Friday, September 24, 2010

The Third Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2010 was held by the town of Bethany Beach, DE.

Present in attendance: Andria Smith, Clifton Crawford and Ruth Kowalski, New Castle County; Peter Gregg, City of Dover; Kim Cuffee and Sussanne Jara, DSP; Lisa Tusick, Town of Bethany; Mike Sabol, retired; Paul Giery, Dept. of Corrections; and guest Gerry Smith, Beebe Medical Center.

Opening of the Meeting – Sussanne

Sussanne Jara, President, called the meeting to order at 10:00 a.m. She welcomed guest Gerry Smith from Beebe Medical Center.

Reading of the Minutes

Sussanne asked for a waiving the reading of the minutes.

A motion was made by Mike Sabol and seconded by Lisa and unanimously passed.

Treasurer's Report – Kim

The treasurer's report was read by Kim Cuffee (copy attached)

Previous Balance	\$7,923.50
Income	280.00
Expenses	1,393.22

A motion was made to accept the Treasurer's Report as written by Mike, seconded Pete; passed unanimously.

Kim discussed the rollover of the current CD. Due to the upcoming Regional Conference, it was recommended by Mike to roll \$10,000.00 and move \$10,000.00 to checking to cover conference start up expenses.

Secretary – Sussanne

Tom D'Alessandro informed Sussanne the he could not fulfill the duties as Chapter Secretary. Andria Smith was appointed Secretary for the remainder of the term.

Finance – Paul

Paul asked to be informed of income and expenses monthly to aid in tracking the budget. Kim will provide the information. The expenses reported in the Treasurer's report will be out of the awards and scholarships budget line.

Program – Janet

Janet scheduled two speakers for today's meeting.

Chapter Liaison – Sussanne

No Report

Awards & Scholarships – Pete

Sussanne inquired about her scholarship request. Pete stated an application (available online) should be completed.

Membership – Pete

Cliff spoke to a representative from DelDot who would be interested in rejoining the chapter but cannot meet on Tuesdays because of bid openings. Pete questioned whether the by-laws state the meeting must be held on Tuesday. After review, the bylaws do not address a specific day. Discussion was held to move the meetings to Thursday when doing the schedule for 2011.

Ruth recommended reaching out to the State contracts office and Delaware Health and Social Services with a personal visit by two members.

Sussanne sent out letters to numerous agencies. Mike suggested sending the letters to Executives, Mayors, etc.

Professional Development – Andria

A monthly e-mail will be sent to the membership on available webinars and any classes sponsored in the region.

Public Relations – Cliff

Pete suggested we look for opportunities to participate in fund raising events to promote the chapter.

Strategic Planning – Sussanne

No report.

Historian – Kim

Pictures from the 2nd quarter meeting will be available at the next meeting.

2011 Regional Conference – Cliff

Sussanne provided a brief overview of the Regional Conference to Gerry Smith.

Location needs to be determined. Possible locations include Dover Downs, Dover Sheraton, and Christiana Hilton. Paul is looking into Dover Downs.

Pete suggested using attendance of 100-125 and 40-50 vendor exhibits for hotel pricing.

Date of the conference is October 19-21, 2011.

Monthly committee meetings should begin in October.

Discussion was held on holding an educational class via a webinar.

New Business

Lisa received her membership certificate.

Mike Sabol received his NIGP lifetime membership.

Sussanne provided an overview of the National Forum held in San Antonio. The DPPA was awarded our 10 year Anniversary Award at the Chapter Luncheon.

Changes to the requirements for CPPB and CPPO certification and recertification will occur in 2014.

Pete provided a list of future forums:

August 25-29, 2011 National Harbor, MD
August 16-22, 2012 Seattle, WA
August 24-28, 2013 Orlando, FL
August 22-27, 2014 Philadelphia, PA
July 31- August 5, 2015 Kansas City, MS

The drawing for the Region II Conference was held, Pete Gregg was the winner with Cliff Crawford as alternate.

Sussanne discussed seeking the Small Chapter Award from NIGP.

The Chapter heard from two speakers.

1. Vendor presentation on Bid Sync, an e-procurement web based service.
2. Educational class (worth NIGP credit) on Optimizing your spend by Spikes Cavelle & Company.

Next Meeting will be November 16th, hosted by The City of Wilmington.

A motion to adjourn was made at 2:30 p.m. by Ruth Kowalski, and seconded by Cliff Crawford.

Respectfully submitted,

Andria D. Smith, CPPB
Member of DPPA